



ODE HELPDESK USE ONLY

Hardcopy Received Date	Softcopy Received Date	Project Number Assigned	Issue/Ticket Number Assigned	Materials Filing Date

Internal Project Request Form

1. Complete section A.
2. If you believe there is any chance the project may exceed forty hours of total time complete sections B and C. Consult the OAIS business analyst assigned to your office (if guidance is necessary) when completing sections B and C.
3. Ensure that the form is signed and dated by the necessary parties in rows A5-A7.
4. Submit the original signed hardcopy to the ODE Helpdesk inbox on the second (2nd) floor of the Public Service Building.
5. Email the completed electronic softcopy to the ODE Helpdesk at ode.helpdesk@state.or.us.
6. Contact the ODE Helpdesk at 503.947.5715 for assistance completing and submitting this form.

A1	Project Title / Summary	Local level Perkins CTE data reports (Related to the CTE Report Design Project: Joel Robe, Project Manager; Mike Mendez, BA; Ray Nelson, Programmer of "90% Met Reports" and other CTE reports.)
		<small>Printed Title/Summary (255 Characters or Less)</small>
A2	Sponsor Information	EII <input type="checkbox"/>Low <input type="checkbox"/>Medium <input checked="" type="checkbox"/>High
		<small>Printed Office Name Sponsor Project Priority (Select Only One)</small>
A3	Is the project mandated by a legislative or political body?	<input checked="" type="checkbox"/> Yes, Federal* <input type="checkbox"/> Yes, State* <input type="checkbox"/> Yes, Other* <input type="checkbox"/> No The Perkins CTE grant requires accountability at the individual school level and individual program level. Most reporting is aggregated up to the school or district level. To be effective administrators and teachers, schools with more than one CTE program need individual program data.
		<small>* If Yes Provide a Description of the Mandate(s) (Include OMB, OAR, etc.).</small>
A4	Is the project consistent with ODE's strategic mission?	<input checked="" type="checkbox"/> Yes, Student Success* <input type="checkbox"/> Yes, Quality Schools* <input checked="" type="checkbox"/> Yes, Accountable Systems* <input type="checkbox"/> No The Perkins CTE grant requires accountability down to the individual school level. Schools often have more than one state-approved CTE program. Aggregated data usually has very little utility. The requested reports will provide essential data to state staff and local administrators to facilitate program management and the improvement of student achievement.
		<small>* If Yes, How? Provide Budgeting to Results (BTR) Offer Number(s) or Other Evidence.</small>
A5	Project Requestor	Brent Jacobsen
		<small>Printed Name Signature (Required) Date</small>
A6	Approving Director	Laura Roach/Teresa Greene
		<small>Printed Name Signature (Required) Date</small>
A7	Approving Assistant Superintendent	Colleen Mileham
		<small>Printed Name Signature (Required) Date</small>



example, do any cells representing 6 or less students need to be suppressed? May cells showing the percentages that result from the calculations of the Perkins performance measures be included if the number of students involved is less than 6 (or whatever the magic number is)?

3. Depending on whether we provide suppressed or unsuppressed reports and depending on to whom the reports are provided, what existing "mechanism" does ODE have to transfer these reports other than secure file transfer?

Project Details (Include High Level Requirements and Deliverables)



Internal Project Business Case

... For Projects Estimated to Exceed Forty (40) Hours ...

B1	Resource Source	<input type="checkbox"/> In House <input type="checkbox"/> Contracted ++ Index Required <small>Resource Source (Select All That Apply)</small>		
B2	Anticipated Resources <i>(Optional)</i>	<input type="checkbox"/> Helpdesk <input type="checkbox"/> Network Team <input type="checkbox"/> Business Analysis Team <input type="checkbox"/> Internal Applications Team (ODEX) ++ Index Required <input type="checkbox"/> Application Developers (Web) <input type="checkbox"/> Application Developers (SQL) <input type="checkbox"/> Application/Database Architects	Hours Hours Hours Hours Hours Hours	Hours Hours Hours Hours Hours Hours
		<small>Resource Source (Select All That Apply)</small>		<small>Estimated Hours</small>

PRIORITIZATION FACTORS

C1	Does failure to complete the project compromise ODE's ability to deliver its mission?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, How?</small>		
C2	Does the project directly benefit schools, districts, teachers, or taxpayers?	<input type="checkbox"/> Yes, Schools* <input type="checkbox"/> Yes, Districts* <input type="checkbox"/> Yes, Teachers* <input type="checkbox"/> Yes, Taxpayers* <input type="checkbox"/> No <small>* If Yes, How? How Many? Which?</small>		
C3	Do the potential benefits of the project outweigh the risks?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, How? Which Benefits? Which Risks?</small>		
C4	Does the project benefit multiple offices in the Agency?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, How? Which Offices?</small>		
C5	Are sponsor resources (staff) assigned (and dedicated) to the project?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, Which Resources (Staff)?</small>		
C6	Does the project contribute to reduced maintenance overhead or cost savings?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, How? A Financial Cost/Benefit Statement or Narrative is Required for Authentication.</small>		
C7	Are there ongoing maintenance costs or resources required by the project?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <small>* If Yes, Describe.</small>		